

Equal Opportunity Policy

(1) Objective

At HRID, we recognise the value of a diverse workforce. We are committed to providing equal opportunities in employment and creating an inclusive workplace and work culture wherein all associates are treated with respect and dignity. Equal Opportunity Policy promotes and safeguards equality, self-determination and social inclusion. Preventive measures should be in place to ensure that no person is subjected to any form of unfair treatment or discrimination.

(2) Equal opportunity Policy

HRID endeavors in its efforts to provide equal employment opportunities to all its associates without any discrimination on the grounds of caste, race, religion, age, color, disability, sex, sexual orientation, marital status, nationality. Equal opportunity policy is subject to applicable regulations, qualifications and merit of the associate and is applicable to all associates throughout their employment cycle start from Recruitment process to Retirement.

(a) Equal Opportunity for Persons with Disabilities (ROPD)

Policy

In accordance with the provisions of the Right of Persons with Disabilities Act, 2016 and Rules framed thereunder it is Company's policy to ensure that the work environment is free from any discrimination against persons with disabilities. Further, HRID will take all actions to ensure that a conducive environment is provided to persons with disabilities to perform their role and excel in the same. HRID will build systems and processes to ensure:

- 1) That appropriate facilities and amenities are provided to enable associates to discharge their duties effectively.
- 2) That an accessible environment is provided with assistive devices to perform their duties effectively.
- 3) That appropriate trainings are provided to the person with disabilities to perform their duties adequately.
- 4) That an associate who acquires disability during the service and unable to perform his duties adequately, shall be shifted to some other suitable post, under the discretion of management.

(b) Equal Opportunity for Transgender Person

Policy

HRID strives to nurture a work environment where employees are treated with dignity and respect and are provided with safe and humane work conditions. We respect that our employees have the right to freedom of opinion and expression.

We are committed to creating a supportive and understanding workplace environment in which all individuals feel welcome, respected, and heard and where they can achieve their full potential regardless of gender and/or sexual orientation.

At HRID, we are committed to providing a safe working environment and to ensuring that no transgender person is discriminated against on any of the following grounds:

- unfair treatment in, or in relation to, employment or occupation.
- the refusal or termination of employment or occupation
- denial or discontinuation of employment opportunities, or unfair treatment in the employment process.

Any information shared by an employee about their gender and/or sexual orientation would remain confidential, subject to applicable law.

Definition of Transgender Person (TP)

A person whose gender does not match with the gender assigned to that person at birth and includes trans-man or trans-woman (whether such person has undergone sex reassignment surgery or hormone therapy or laser therapy or such other therapy), person with intersex variations, genderqueer and person having such socio-cultural identities as defined in Section 2 (k) of the Act”

(3) Grievance Redressal Mechanism – Appointment of Complaint Officer/ Liaison Officer

HRID has designated HR – Dept Head as the “Complaint Officer / Liaison Officer” who will be responsible for providing the requisite support needed to realise the goals of an inclusive workplace and address the grievances of all suffered persons and deal with the complaints relating to violation of the provisions of the Act.

The Complaint Officer/ Liaison Officer shall enquire into the complaints in accordance with the provisions of applicable law.

The Disciplinary action committee of the company shall take action on the enquiry report submitted by the Complaint Officer/ Liaison Officer in accordance with the provisions of applicable law.

All employees are encouraged to report any incidents of violation of this policy in writing to the Complaint Officer/ Liaison Officer.

(4) Communication of Policy

This policy will be available to all associates via HRID Intranet sites and the same shall be displayed at a conspicuous location.

Any change to the policy vide any enactment or amendment will be informed to the associates.